

EMPLOYEE:

CLAIM #



## Job Analysis Form

ALTERNATE FORMAT AVAILABLE

**JOB TITLE** Jail Nurse

**JOB CLASSIFICATION** Staff Nurse

**DOT TITLE** Nurse, Staff

**DOT NUMBER** 075.364-010

**DEPARTMENT** Public Health, Seattle-King County **DIVISION** Jail Health Services, CHARS

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 35

**CONTACT'S NAME & TITLE** Mark Alstead, Operations Manager

**CONTACT'S PHONE** (206) 263-8323

### ADDRESS OF WORKSITE

Seattle and Regional Justice Center  
620 West James Street  
Kent, WA 98032

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 2/11/02

**VRC NAME** Jeff Casem

**DATE REVISED** 7/22/08

### WORK HOURS

8 hours a day, 5 days a week with 2 fifteen-minute breaks and one 30-minute lunch per shift. The three regular shifts are 6:20-2:20, 2:20-10:20, and 10:20-6:20. Work is performed in a facility that operates 24 hours per day and 7 days a week.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)  
Optional, on an occasional basis. Mandated on a rare occasion up to 4 times in a year.

### JOB DESCRIPTION

Assess health status using complete history and physical assessment, including drug and alcohol withdrawal. Triage health complaints and establish nursing plans of care. Administer treatments and medications monitor for side effects, collect specimens, follow policies and guidelines; respond to emergencies, perform CPR, document using SOAP format. Participate in multi-disciplinary team, present patients for phone consultation.

### ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

## **JOB SPECIFIC REQUIREMENTS**

Current Washington state Registered Nurse license. Graduation from a National League of Nursing accredited program or its equivalent. Ambulatory care/ER experience preferred. Current CPR, venipuncture, and pharmacology knowledge. Excellent communication skills. Must be able to ambulate throughout multi-floor facility and climb stairs rapidly. Computer skills required. Must complete 12 continuing education credits per year.

## **ESSENTIAL FUNCTIONS**

1. Provides general nursing services for jail inmates.
2. Assesses patients upon admission to facility, screening for health condition requiring ongoing care.
3. Makes appropriate referrals for admission to specialized care units for medical or psychiatric care.
4. Develops care plans as to assure appropriate monitoring and follow-up.
5. Screens and prioritizes patients to be seen by reviewing written requests ("kites"), charts, treatment sheets, referral calls and face-to-face patient requests.
6. Uses clinical nursing assessment skills including observation, physical examination, chart review and history-taking, determines need for referral to advanced practice medical providers.
7. Evaluates patients for drug or alcohol withdrawal, refers according to established guidelines.
8. Assesses patient health conditions according to the jail services "Guide to Nursing Practice".
9. Coordinates with Licensed Practical nurses and function as clinical consultant to assure completion of patient care activities.
10. Has the ability to work all shifts and a variable schedule.
11. Documents care using the electronic medical record.

## **NON-ESSENTIAL FUNCTIONS**

1. Extra shifts and overtime may be available.

## **PERSONAL PROTECTIVE EQUIPMENT Used**

Lab coat, gloves, N95 mask (for contagious respiratory conditions), mask and eye protection.

## **OTHER TOOLS & EQUIPMENT USED**

Computer, wheelchair, oxygen, syringes, and blood pressure cuff. Assessment tools which may include a stethoscope, otoscope, IV, dynamap, disaster bags, glucometer, and reflex hammer. The employee may also use emergency response equipment that may include defibrillator, backboard, bandages, emergency kit, and suction machine.

## **PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED**

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

**This job is classified as**

Medium—exerting 20 to 50 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10-20 pounds of force constantly.

**Standing**

Health Care Provider initials if restricted

Frequently on cement, linoleum, and carpeted surfaces for 1.5 hours at a time for up to 4 hours total in a work shift. Most commonly occurs while preparing and administering medications as well as when conversing with co-workers and patients.

**Walking**

Health Care Provider initials if restricted

Continuously on cement, linoleum, and carpeted surfaces for distances of up to 1/4 mile for up to 15 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while distributing medications to inmates and performing triage duties. The Staff Nurse may also need to walk as far 1/4 mile to administer critical medications to inmates.

**Sitting**

Health Care Provider initials if restricted

Occasionally to frequently on an office chair for up to 1.5 hours at a time for up to 3.5 hours total in a work shift. Most commonly occurs when using the electronic medical record to document, review and revise patient charts and notes.

**Climbing stairs**

Health Care Provider initials if restricted

Rare for up to 1 minute at a time while climbing up to 30 steps for up to 15 times total in a work shift. Most commonly occurs while providing medications to patients and responding to emergencies.

**Bending neck up**

Health Care Provider initials if restricted

Occasionally for up to 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while talking to inmates using a pass-through in doors as well as looking for medications and supplies in the store room, medication room and triage area.

**Bending neck down**

Health Care Provider initials if restricted

Frequently for up to 1.5 hours at a time for up to 5 hours total in a work shift. Most commonly occurs while performing first aid or CPR, charting and performing wound care duties.

**Bending/Stooping**

Health Care Provider initials if restricted

Frequently on cement, linoleum, and carpeted surfaces for 10 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while taking the blood pressure of patients, attending to patients on the ground that may be seizing or unconscious, dressing wounds, removing supplies from low cabinets and shelves, and speaking to patients through waist-high pass-through. On a rare occasion a Staff Nurse may be required to respond to an emergency situation by bending to administer CPR for up to 20 minutes at a time.

**Kneeling**

Health Care Provider initials if restricted \_\_\_\_\_

Rare on cement, linoleum, and carpeted surfaces for up to 20 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while responding to an emergency situation by kneeling to administer CPR for up to 20 minutes at a time.

**Squatting**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on cement, linoleum, and carpeted surfaces for up to 10 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while attending to patients on the ground that may be seizing or unconscious, dressing wounds, removing supplies from low cabinets and shelves, and speaking to patients through waist-high pass-through.

**Reaching above shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for 15 seconds at a time for up to 30 minutes total in a work shift while removing and replacing files as well as reaching for medications and supplies on high shelves or in high cabinets. On a rare occasion when responding to an emergency situation a Staff Nurse may need to hold an I.V. bag above the shoulder for up to 10 minutes at a time.

**Reaching at waist to shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 4 hours at a time for up to 8 hours total in a work shift while pouring and administering medications, typing, reviewing and revising medical files and notes, taking blood pressure of patients, dressing wounds, performing physical examinations, as well as obtaining medications and supplies.

**Reaching at knee to waist height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for 15 seconds at a time for up to 20 minutes total in a work shift while removing and replacing files as well as reaching for medications and supplies on low shelves or in high cabinets as well as in medication cart drawers.

**Reaching at floor to knee height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally to rare for 15 seconds at a time for up to 10 minutes total in a work shift while attending to patients on the ground, removing and replacing files as well as reaching for medications and supplies on low shelves or in low cabinets. On a rare occasion a Staff Nurse may be required to respond to an emergency situation and administer CPR for up to 20 minutes at a time.

**Lifting 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for 30 seconds at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 1-5 pounds while removing and replacing files and supplies as well as using the assessment tools such as the glucometer and blood pressure cuff. The nurse may choose to use a 5-10 pound bag to carry assessment tools or supplies.

**Carrying 1-10- pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for distances of up to 1/4 mile for up to 10 minutes total in a work shift. Most commonly occurs with weights of 1-5 pounds while transporting files, supplies, and assessment

tools for distances of up to 200 feet. The nurse may choose to use a 5-10 pound bag to carry assessment tools or supplies.

**Lifting 11-20 pounds**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally to rare for 30 seconds at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 15 pounds while lifting an extremity of a patient, helping a patient to sit up or manipulating a van bag.

**Carrying 11-20 pounds**

Health Care Provider initials if restricted\_\_\_\_\_

Rare for distances of up to 500-600 feet for up to 2.5 minutes at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 12-16 pounds while transporting a van bag within the jail facility.

**Lifting 21-50 pounds**

Health Care Provider initials if restricted\_\_\_\_\_

Rare for 20 seconds at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 25 pounds while supporting the weight of an extremity of a patient or helping a patient to their feet.

**Lifting 51-100 pounds**

Health Care Provider initials if restricted\_\_\_\_\_

Rare for 5 seconds at a time for up to 10 seconds total in a work shift. Most commonly occurs with weights of up to 100 pounds while catching patients that may slip into an unconscious state.

**Pushing and Pulling**

Health Care Provider initials if restricted\_\_\_\_\_

Frequently for distances of up to 1/4 mile at a time with a force of 15-30 pounds for up to 4 hours total in a work shift while opening and closing doors with 15 pounds of force, maneuvering the medication cart with 15 pounds of force to distribute medications to the patients, and maneuvering the emergency cart with up to 30 pounds of force when responding to an emergency situation.

**Handling**

Health Care Provider initials if restricted\_\_\_\_\_

Continuously for up to 4 hours at a time for up to 8 hours total in a work shift while performing activities that may include preparing and distributing medicines to patients, removing and replacing files and charts, grasping the handle of the emergency or medication cart, using assessment tools, physically manipulating patients, and performing physical examinations.

**Operating Controls with Hands**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally to rare for 1 minute at a time for up to 30 minutes total in a work shift while taking blood pressure of patients, operating glucometer, operating a dynamap, and utilizing emergency equipment such as a suction machine or defibrillator.

**Fingering**

Health Care Provider initials if restricted\_\_\_\_\_

Frequently for 30 minutes at a time for up to 4 hours total in a work shift while writing notes in charts, entering information into computer via keyboard, charting and removing pills from individual packaging.

**Feeling**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally and highly repetitive for up to 30 seconds at a time for up to 2 hours total in a work shift while checking glands, temperature of skin, organs in abdomen, and the pulse of patients.

**Talking**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for 4 hours at a time for up to 8 hours total in a work shift while conversing with Detention Officers, co-workers, and patients.

**Hearing**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for 4 hours at a time for up to 8 hours total in a work shift while conversing with Detention Officers, co-workers, and patients as well as taking blood pressure and performing assessments. The Staff Nurse also needs to listen for disturbances in the jail or potentially harmful situations.

**Seeing**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for 4 hours at a time for up to 8 hours total in a work shift while performing computer work as well as examining and modifying chart notes, kites, and files as well as observing the workplace in order to maintain security and to identify potentially dangerous situations.

**Working with Heightened Awareness**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for 4 hours at a time for up to 8 hours total in a work shift while observing the workplace in order to maintain security and to identify potentially dangerous situations.

**ENVIRONMENTAL FACTORS**

Work is performed in a Correctional Facility setting with direct interaction with felon and misdemeanor inmates. Workers are exposed to potentially contagious conditions or infectious fluids as well as various cleaning solutions and pepper spray. The noise level is moderately loud with background noise and echoes. On a rare occasion the Nurse may use an ammonia capsule, which releases a small amount of ammonia into the air.

**The noise level is**

Approximately 40-90 decibels. The noise is caused by inmates.

HCP Initials if Restricted

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**Work environment may include the following exposure(s):**

Outside weather: Rare

Wet: Occasionally

Fumes: Occasionally

Odors: Frequently

Gases: Rare

Toxic or caustic chemicals: Occasionally

Moving Mechanical Parts: Continuously

HCP Initials if Restricted


**POTENTIAL MODIFICATIONS TO JOB**

Orthopedic shoes for increased comfort when walking and standing on cement for extended durations.  
Ergonomic chairs for charting and examination areas.

## SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

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Printed name & title of VRC evaluator

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Signature of VRC evaluator

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Date

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Printed name & title of contact

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Signature of contact

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Date

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Printed name & title of contact

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Signature of contact

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Date

### HEALTH CARE PROVIDER SECTION

Check all that apply

- ☐ The employee is released to perform the described duties without restrictions on performance or work hours as of \_\_\_\_\_.
- ☐ The employee is released to perform the described duties on a reduced schedule as of \_\_\_\_\_. The recommended schedule is: \_\_\_\_\_  
☐ Temporary until \_\_\_\_\_ ☐ Permanent as of \_\_\_\_\_
- ☐ The employee is released to perform the described job with the following modifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
☐ Temporary until \_\_\_\_\_ ☐ Permanent as of \_\_\_\_\_
- ☐ The employee is not released to perform the described duties due to the following job functions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
☐ Temporary until \_\_\_\_\_ ☐ Permanent effective \_\_\_\_\_
- ☐ The employee is unable to work in any capacity.  
A release to work is: ☐ anticipated by \_\_\_\_\_ ☐ Not expected

The limitations are due to the following objective medical findings:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed or typed name and phone number of Health Care Provider

\_\_\_\_\_  
Signature of Health Care Provider

\_\_\_\_\_  
Date